

## **Winter 2012 Policies and Procedures Addendum**

**Preface:** Extreme Sports Camp, INC. (herein ESC) is a seasonal 501(c)3 non-profit corporation. In the Winter we only offer day camp services. Our staff to camper ratio meets or exceeds one-on-one. This document describes the policies and procedures as they pertain to our child care license for our winter day camp specifically; and does not necessarily address the policies and procedures used during our over-night summer camp. Our office space is in Basalt, Colorado; however no children's services are offered from this location. We use public and private facilities in Snowmass, Co. in order to implement our program.

**1. The Centers Purpose and its philosophy on child care.**

ESC's purpose is to provide a positively safe and fun learning environment in-order to teach adventure sports to young people with Autism Spectrum Disorders. Our Philosophy on child care is to use positive behavior support and apply developmental understanding of ASD.

**2. The ages of children accepted.**

ESC accepts children 5 and up.

**3. Services offered for special needs children in compliance with the ADA.**

Services offered: Sports Instruction designed for people with ASD, as well as social growth components.

**4. The hours and dates when the Center is in Operation.**

The winter camp runs from 8:45am – 7:00pm Monday through Friday on the following weeks:

**Camp 1: January 16- 20**

**Camp 2: February 20-24**

**Camp 3: March 12-16**

**Camp 4: March 19-24**

**Camp 5: March 26 - 30**

**Camp 6: April 2 - 6**

\*We also offer one-on-one ski lessons and ski buddy support from Dec. 1 through April 15.

**5. The Policy regarding severe weather**

In the case of inclement weather we will re-group in the Snowmass Inn to determine alternate activities. If it is too windy the lifts shut down automatically. Snowmass makes judgment calls if the weather is unsafe for the public, and ESC follows their direction. Anything above and beyond their recommendations will be made by program staff.

**6. The Procedure concerning admission and registration of children.**

Parent's and/or guardian fill out a detailed registration form that includes pertinent medical history, behavior questionnaires, insurance waivers, and other necessary information. This information is analyzed and determines what exactly the child will be doing for the week at ESC.

**7. An itemized fee schedule.**

Fee options for each program are listed at the time of registration on our website:

[www.extremesportscamp.org](http://www.extremesportscamp.org)

**Deposit:** A \$500 deposit is due at time of registration. The deposit will be applied to your winter camp cost. The remaining balance is due thirty (30) days from the date deposit is paid but in any case, PRIOR to your attendance at the chosen camp session. The credit card on file which was used to pay your deposit will automatically be charged for the remaining balance.

**Cancellation and Refund policy:**

No refunds will be made on the deposit or Camp tuition. However, if your cancellation is made no less than 15 days prior to the start date of the camp session, 50% of tuition will be credited towards the tuition of a future camp.

**8. The procedures for identifying the location of children at all times.**

Each camper has a one-on-one staff member who is with them at all times. Each camper also has a photo stored in a lock box on-site. Additionally each camper has an emergency name tag in case of this situation. If a staff member does lose sight of the camper, the camper should only have had a very small amount of time to go anywhere. ESC Staff has been trained to calmly locate the camper using any necessary resources including but not limited to contacting the Snowmass Ski Patrol if on the mountain, and Pitkin County Sheriff's Office if off the mountain.

**9. The Policy on Discipline.**

Our philosophy is to use positive behavior support, including: positive reinforcements, redirection, building rapport, addressing physical needs, and preventing sensory overload. The most common action is to remove anyone with a negative behavior from any external stimuli that are negatively affecting the child. So that the child can regain a calm, balanced demeanor. Thus keeping the camper, staff, and any third parties safe. In the most extreme cases we reserve the right to contact the parents and ask them to take the child home for the day or until positive behavior returns.

**10. The procedures for handling illnesses, accidents, and injuries.**

We have arrangements with the Snowmass Medical Clinic for first response to any illness, accident, or injury. If it is a life threatening situation, emergency medical transportation would evacuate to the nearest full-service emergency facility. Minor illnesses are treated with rest and quarantine from the group. All accidents and injuries are reported using an incident report and kept in the child's locked file. Parents are notified immediately under any major circumstances.

**11. The procedures for handling lost children.**

If a child is lost, meaning out of the line of sight or voice range for more than five minutes; we contact the Ski Patrol and show them a picture of the child; also we communicate the most accurate description of the child's current appearance. If necessary we also will contact the Sheriff's Department. All free hands and eyes will be used to locate the child. The one-on-one nature of our program is designed to prevent this situation.

**12. The procedure for transporting children.**

ESC does not get involved with the transportation of children during our winter session. The parents or guardians are responsible for transportation. We do ensure that whoever picks up and drops off the child is on the written consent form to do so.

**13. The written policy on field trips, television and video viewing, special activities, and the staff's responsibility for the supervision of children.**

Children are directly supervised while viewing television or videos. They are to ensure that children are only viewing age appropriate materials and that they have parent consent to do so.

**14. The policy for children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.**

ESC is not responsible for transportation during our winter day camp.

**15. The procedure for releasing children only to persons for whom the center has written authorization.**

The registration packet has space for up to 4 designated persons for transferring care of the children at the beginning and end of each day. Each staff member has the parent's contact information and we remain in close communication with the parents. If anyone other than the parents are picking up the child, our staff will know prior to the transfer of care and will ensure that the person has been designated on the registration authorization.

**16. The procedures followed when a child is picked up after closing hours, or not picked up at all; and the procedures to ensure all children are picked up before staff leaves for the day.**

Each staff member has the contact information of every parent. The parents know specifically when and where to meet the staff to pickup the camper. If the camper is not signed up for Apre's ski activities then pickup is at 3:00pm. If the camper is signed up for Apre's then pickup time is at 7pm. If parents miss the 3:00pm transfer then their child will automatically be enrolled into the Apre's program and charged for this service. If the parents miss the 7:00pm transfer then they will be automatically charged for the time required to remedy the situation. Staff supervisor will remain on-site until each camper has been picked up and transfer of care has been returned to the parent/guardian caregivers. If parents have failed to make the transfer of care, and failed to make contact with ESC staff; we will notify local law enforcement at 8:00pm and the child will be transferred to local law enforcement and the Colorado Department of Human Services.

**17. The procedures for caring for children who arrive late to the center and their class/group is already away.**

Each child has a staff member assigned specifically to them. If a child is late, the staff member will contact the parents to determine when and where the transfer of care will take place. The staff member will be solely focused on determining where the child is and what the situation is.

**18. The procedures for administering children's medicines and delegation of medication administration in compliance with the " Nurse Practice Act".**

ESC has medically trained personnel with the QMAP certification for administering medications. All medicine administration will be done by trained professionals and will be recorded and filed according to state regulations. No medication shall be administered without written consent from the parent/guardians; which is all found in the registration packet.

**19. The procedures concerning children's personal belongings and money.**

Every precaution will be made to ensure children go home with all the items they came with. Personal money is handled directly between the parents and the assigned ESC staff members. Every precaution is also made to ensure children's belongings are legal and appropriate for them to possess. A packing list is provided to parents to ensure children are only bringing the necessary belongings for a week at camp.

**20. The Policy concerning meals and snacks.**

Breakfast and lunch are served at the Big Hoss (or an equivalent restaurant) in Snowmass, Co. and we eat these meals as a group. We also have nutritious snacks on hand to ensure children receive all the nutrients they need for an exerting day of physical activities. ESC is also very diligent about ensuring that campers are only eating food that is in compliance with the child's specific nutrition plan.

**21. The Policy regarding visitors.**

The winter camp does not allow for any visitors outside of the parent/guardian/aide team that was determined in the registration packet. For the sake of a more effective learning environment we encourage parents to leave their child in our capable hands during the day; and we provide family ski time on Friday afternoon for any family members or aides to join us. Our apre's ski program does include National Honors Society students who volunteer for a reverse mainstreaming, peer-socializing component. This is a community based volunteer program.

**22. The procedures for filing a complaint about child care.**

Any complaints involving ESC should be reported to:

CDHS Division of Child Care  
1575 Sherman Street, 1<sup>st</sup> floor  
Denver, Co. 80203-1714  
800-799-5876

**23. The policy regarding the reporting of child abuse.**

Please be aware that all staff members of ESC are mandated reporters; meaning that if we suspect any level of child abuse we are required by law to report it to the authorities.

Child abuse should be reported to CDHS above as well as:

Pitkin County: 970-927-1611

Garfield County: 970-945-9193

And in the case of emergencies **dial 911**

**24. The policy regarding the child care facilities' responsibility to notify parents when the program will no longer be available to serve children.**

ESC will notify all parents at least 30 days prior to the cancellation of a program.

**25. The policy regarding parents or guardian's responsibility to notify child care program when the parent's or guardians withdraw their children from the program.**

If parents notify ESC at least 15 days prior to the start of camp session then a 50% tuition refund will be applied to the customer's account.